

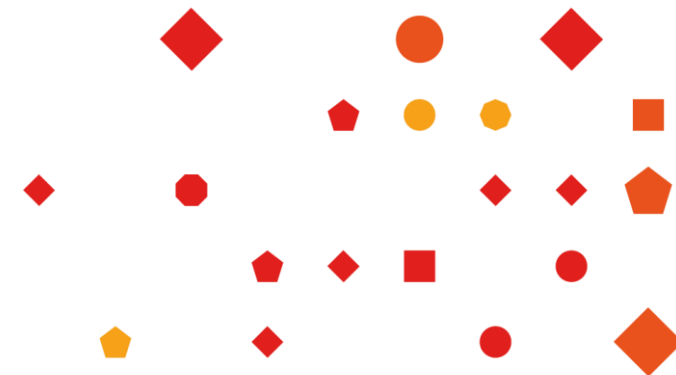
# **BUILDING** **FUTURES**

**CONSTRUCTION & THE BUILT ENVIRONMENT**

08/06/2020

## Section 1

- **Welcome and Introductions**
- **Construction Portfolio**
- **City and Guilds supporting the sector**
- **Qualification Approval**
- **Learning Resources: Digital Support**
- **Looking to the Future**
- **Q&A**



# Construction Portfolio



# MEETING YOUR NEEDS

What You Said	What We Did
Engage with providers to help identify changes needed to ensure they are fit for purpose	Consulted with providers to identify areas to develop Conducted 10 customer network events involving 180 centres and 222 delegates, plus numerous centre visits by construction advisors
Ensure practitioners in the sector are instrumental in developing the new qualifications	Engaged 90+ consultants and 30 centres to help produce the new qualifications
Produce an extensive range of support materials to underpin the new Diplomas	Produced text books (level 1 - on time), practical task manuals, assessor guidance, log books and extensive Smartscreen material for all Diplomas: worksheets, word search, crosswords, True/False, word bank, drag and drop, sequence activity, hot spot activity, handouts (technical/activity), power point presentations, hyper links, SOW linked to lesson plans
Ensure engagement with QC is one of support, guidance and partnership	Engaged 24 QCs to carry out EQA visits. All are part time and practitioners in the sector with a brief to work with centres for the benefit of learners
Provide grading opportunities to help support SMART target setting and motivate learners	All Diplomas have graded practical tasks and the construction principles knowledge test to help towards supporting differentiation and distance travelled.

# THE FULL SOLUTION

## Clear progression:

- Clear progression: Level 1 to Level 6
- **QCF and RQF Qualifications**
- Craft qualifications
- Utilities
- CPD qualifications
- Professional & Technical
- Green card qualification

## Quality

- Product and Design
- Widest choice

## Valued and respected

- by industry
- employers worldwide

## Partnerships

- with key industry bodies
- Industry federations

Product

Support

Brand

Resources

## 2 x Specialist portfolio advisors

- Industry and FE Background

## Dedicated portfolio team Quality Consultants

- Current Practitioners
- Networking events**
- Regional
- National

## Classroom packs,

- revision resources & interactive activities
- Textbooks & E Books
- Qualification Handbooks
- Assessment /Assessor Guidance packs
- Candidate Log Book
- Funding guide

## Learning Assistant

- E- portfolio

## Webinars

# CONSTRUCTION WEB PAGE

<https://www.cityandguilds.com/qualifications-and-apprenticeships/construction#fil=uk>

[Home](#) > [Qualifications](#) > Construction

## Construction

City & Guilds is the leading brand for construction training and courses in the UK and one of the few brands known throughout the rest of the world. We offer qualifications in construction at entry level through to Level 6. This covers everything from basic hand skills, specialist trade occupations and site supervisory and management skills. Delivered by colleges and training providers throughout the UK, our NVQ qualifications are recognised by the CSCS card scheme and our Level 2 and Level 3 qualifications are recognised in national Apprenticeship Frameworks.

- [Latest news in Construction](#)
- [Teaching and learning resources](#)
- [Performance points](#)
- [Purpose and recognition](#)
- [Construction qualification consultations](#)
- [Key documents](#)
- [The approval process](#)
- [eLearning Bricklaying and Carpentry SmartScreen Modules](#) (PDF, 304KB)

### CCATF



**Cross-industry  
Construction  
Apprenticeship  
Task Force™**

City & Guilds and the Cross-Industry Construction Apprenticeship Task Force (CCATF) have joined forces. This will bring a new approach to apprenticeships in the UK construction industry, ensuring that it has the skilled people it needs both now and in the future.

Find out more about the [collaboration](#).

# PORFOLIO OVERVIEW

## ENABLING PROGRESSION

Level	Tech Bac in Construction and the Built Environment	Skills VRQs, college delivery, developing skills, 'taster' quals	Trades VRQs, training quals for progression into a specific occupation, including essential knowledge for industry	Workplace competence NVQ style competence in the job
3	Certificate, Diploma and Extended Diploma		VRQ Diplomas at levels 1, 2, 3 Extended Diploma at level 2	NVQs at levels 2 and 3
2				
1		6219 (E3 & L1)		
E3				

# Our Portfolio

Level	VRQs	Technical	NVQs	
L4+			<a href="#">6578 in Site Management (L6)</a> <a href="#">6577 in Construction Site Supervision (L4)</a>	<p><b>More about <a href="#">14-19 TechBac</a></b></p> <p><b>More about <a href="#">apprenticeships</a></b></p>
3	<b>Core trades</b> <a href="#">6705 in Bricklaying</a> <a href="#">6706 in Carpentry and Joinery</a> <a href="#">6707 in Painting and Decorating</a> <a href="#">6708 in Plastering</a>	<b>Core trades</b> <a href="#">7905 in Bricklaying</a> <a href="#">7906 in Carpentry and Joinery</a> <a href="#">7907 in Painting and Decorating</a> <a href="#">7908 in Plastering</a> <b>Construction Operations</b> <a href="#">6720 in Constructing the Built Environment</a>	<b>Core trades</b> <a href="#">6570 in Trowel Occupations</a> <a href="#">6571 in Wood Occupations</a> <a href="#">6572 in Painting and Decorating</a> <a href="#">6573 in Plastering</a> <b>Construction Operations</b> <a href="#">6576 in Occupational Work Supervision</a>	<p><b>Related Products:</b></p> <p><a href="#">6072 Health and Safety</a>  <a href="#">6073 Building Information Modelling</a>  <a href="#">6156 Street works</a>  <a href="#">6150 Confined Spaces</a>  <a href="#">5546-60 Employability Skills</a>  <a href="#">Maths and English</a>  <a href="#">Business Skills</a></p> <p><b>Related Industries:</b></p> <p><a href="#">Building Services</a>  <a href="#">Built Environment Services</a>  <a href="#">Transport Maintenance</a>  <a href="#">Engineering</a></p> <p><b>Other Services:</b></p> <p><a href="#">ILM</a>  <a href="#">Kineo</a>  <a href="#">Employer Solutions</a>  <a href="#">Digital Me</a>  <a href="#">Learning Assistant</a>  <a href="#">SmartScreen</a></p> <p><b>Quality Assurance:</b>  <a href="#">Our Quality Assurance processes</a></p>
2	<b>Core trades</b> <a href="#">6705 in Bricklaying</a> <a href="#">6706 in Carpentry and Joinery</a> <a href="#">6707 in Painting and Decorating</a> <a href="#">6708 in Plastering</a> <b>Specialist Trades</b> <a href="#">6710 in Wall and Floor Tiling</a> <a href="#">6711 in Maintenance Operations</a> <a href="#">6713 in Dry Lining</a> <a href="#">6715 in Craft Masonry</a> <b>Construction Operations</b> <a href="#">6709 in Construction Operations</a>	<b>Core trades</b> <a href="#">7905 in Bricklaying</a> <a href="#">7906 in Carpentry and Joinery</a> <a href="#">7907 in Painting and Decorating</a> <a href="#">7908 in Plastering</a> <b>Professional and Technical / Construction Built Environment</b> <a href="#">6720 in Constructing the Built Environment</a>	<b>Core trades</b> <a href="#">6570 in Trowel Occupations</a> <a href="#">6571 in Wood Occupations</a> <a href="#">6572 in Painting and Decorating</a> <a href="#">6573 in Plastering</a> <b>Specialist Trades</b> <a href="#">6560 in Wall and Floor Tiling</a> <a href="#">6567 in Interior Systems - Dry Lining</a> <a href="#">6569 in Roofing Occupations</a> <a href="#">6580 in Formwork</a> <a href="#">2455 in Steel fixing</a> <b>Construction Operations</b> <a href="#">6561 in Plant Operatives</a> <a href="#">6562 in Maintenance Operations</a> <a href="#">6574 in Construction Operations</a>	
1	<b>Core trades</b> <a href="#">6219 in Construction Skills</a> <a href="#">6705 in Bricklaying</a> <a href="#">6706 in Carpentry and Joinery</a> <a href="#">6707 in Painting and Decorating</a> <a href="#">6708 in Plastering</a> <b>Specialist Trades</b> <a href="#">6710 in Wall and Floor Tiling</a>	<b>Full/Unitised Qualifications</b>	<b>Additional Qualifications to consider</b>	
Entry	<a href="#">6219 in Construction Skills</a>			

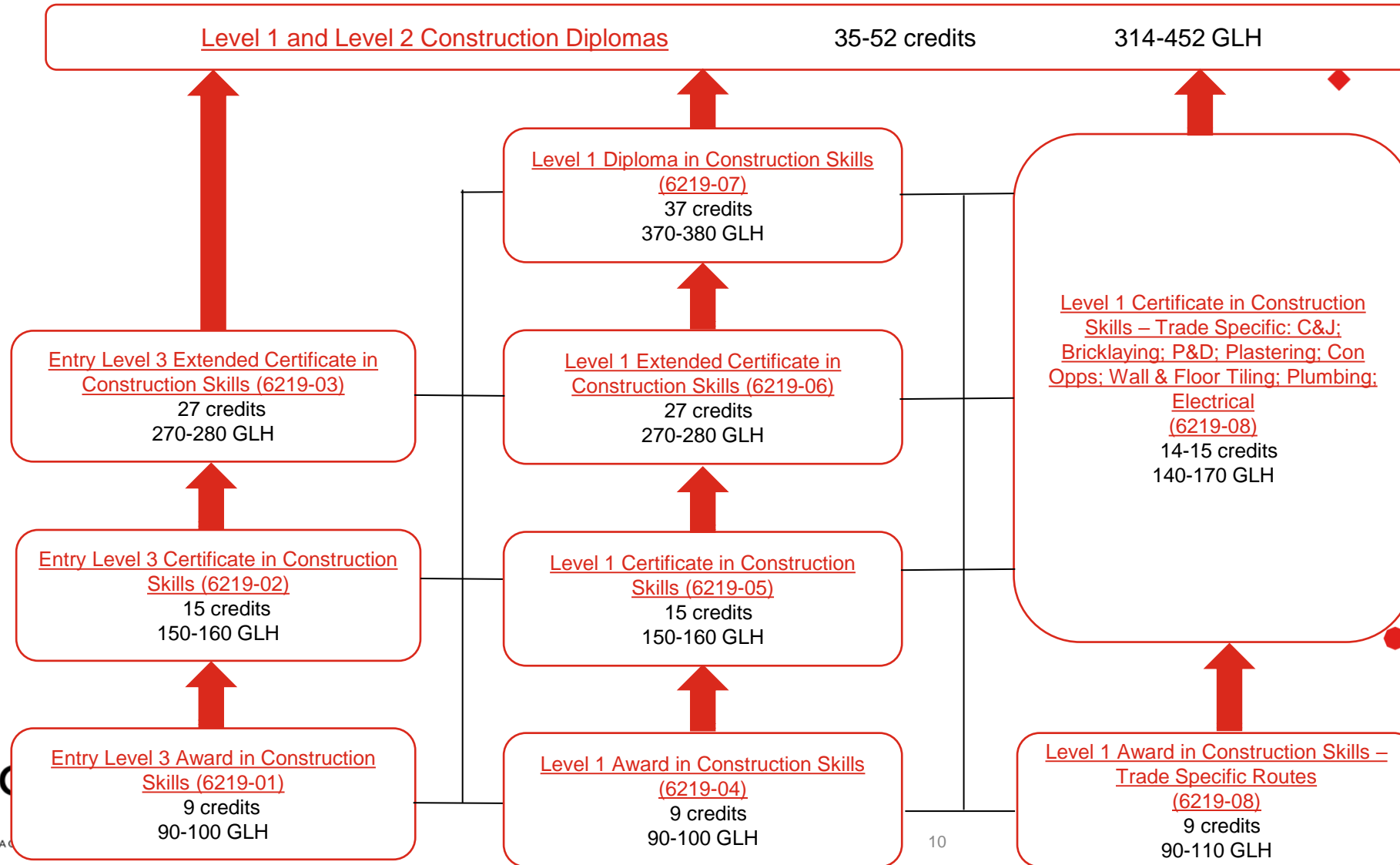


# CONSTRUCTION 6219

Qualification number	6219
<b>Title</b>	Construction Skills (QCF)
<b>Level</b>	Entry and Level One (14+)
<b>Trades</b>	All trades: Brick, Carpentry, Plastering, Painting and Decorating, Wall and Floor Tiling, Construction Operations, Plumbing and Electrical
<b>Structure</b> Credit value: Award: 1-12 Certificate: 13-36 Diploma: 37+	Multi Craft:: <u>Award</u> , Certificate, Extended Certificates (E3&L1), <u>Diploma</u> (L1) Trade-specific pathways: Award and <u>Certificate</u> (L1)
<b>Grading</b>	Graded-including tolerances
<b>Support</b>	Detailed HB, detailed Assessment pack and guidance. <b>Full SmartScreen 2 package for each unit, includes:</b> 1 x Unit introduction and tutor guidance (tutor only) 1 x Scheme of work (tutor only) 5 x Sample lesson plans (tutor only) 5 x PowerPoint presentations (tutor only) 10 x Worksheets (tutor and learner versions) 20 x Activities (tutor and learner versions) 1 x set of 20 Multiple choice questions (tutor and learner versions)
<b>Who is it for?</b>	All providers, also delivered in or for schools

# 6219 PROGRESSION ROUTES

Learner starting point and progression determined by Centre



# Qualification Handbook



# QUALIFICATION HANDBOOK

For ALL VRQ /NVQ qualifications City & Guilds will provide a Qualification Handbook:

- **EXAMPLE: Site Carpentry Level 1**

1. Rules Of Combination
2. Centre requirements
3. Credits (38) GLH (368)
4. Unit Numbers and Titles
5. Age Restrictions (16+)



# QUALIFICATION HANDBOOK (CONT)

- 7. Test specifications
- 8. Glossary of Terms
- 9. Appendix 1 (Reference to Centre Manual- Supporting Customer Excellence etc)
- 10. Sources of General Information and useful contacts
- **UNITS:**
  - 101 = 6 C      52 GLH
  - 113 = 6C      56 GLH
  - 114= 6C      56 GLH
  - 115 = 14C    134 GLH
  - 201 = 7C      70 GLH



UNIT LAYOUT



# LAYOUT OF EACH UNIT

1. Unit Number and Title

2. Level – Credit value - Guided Learning Hours

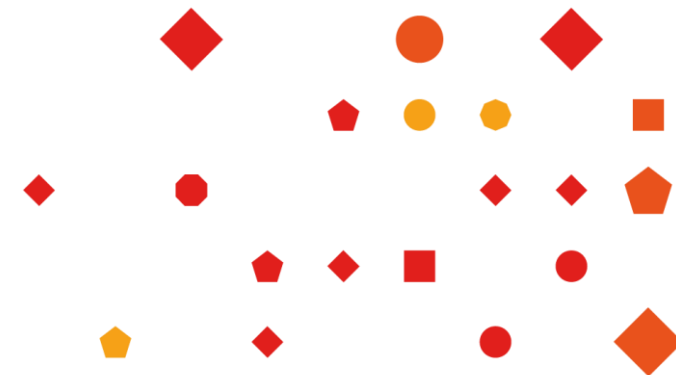
3. Endorsement = Construction Skills

4. Learning Outcome = Learner Will

5. Assessment Criteria = Learner Can:

- State/Identify = Knowledge
- Follow instructions, Change, Prepare, Check, Clean, Use = Practical Skills

6. Range = Breadth and depth to be covered





# **AN ASSESSMENT STRATEGY BUILT AROUND YOU**



# Assessment overview – VRQs

What will a candidate have to complete to achieve a typical Construction VRQ qualification?

2 core knowledge units	4 (or sometimes 5) practical skills units – with underpinning knowledge
<div>Health &amp; Safety</div> <div>Construct. Principles</div>	<div>Practical plus UPK</div> <div>Practical plus UPK</div> <div>Practical plus UPK</div> <div>Practical plus UPK</div>
<ul style="list-style-type: none"> <li>Multiple choice examinations</li> <li>Choice of online or paper-based</li> </ul>	<ul style="list-style-type: none"> <li>One practical task manual (with assessor guidance alongside)</li> <li>One multiple choice test per unit, for underpinning knowledge (paper-based, with option of Moodle/Blackboard etc)</li> </ul>

# VRQs – ASSESSMENT OVERVIEW

## Common Core Units

- Health & Safety (Level 2) – pass 70% and Principles of Construction (Level 1, 2 and 3)- pass 60%
- Consist of 40 **multiple choice questions**
- Choice of
  - **online** = on demand, computer marked, automatic submission of results, or...
  - **paper-based** tests = on demand, marked by City & Guilds, for centres without easy access to computer testing
- Principles units are graded – pass/merit/distinction
- H & S unit is Pass or Referred
- These tests require **invigilation** to City & Guilds Joint Council for Qualifications (JCQ) guidelines
- Entries are made on Walled Garden, usually by Exams departments, and tests sat as any other exam. Results are submitted automatically.

# VRQs – ASSESSMENT OVERVIEW

## Underpinning knowledge tests for practical units

- **Short multiple choice** tests – typically 20 or 30 questions
- One per unit
- Provided to centres as **paper-based** tests which can be held securely by the centre and used when candidates are ready – 100% flexible and on demand, **ready when you need them** – print, securely store, use when required
- You can put questions on **Moodle, Blackboard** or similar system if you see fit (guidance on this in the Assessor guidance document)
- Test conditions, but **don't require formal invigilation** – tutors and assessors can act as the invigilator and supervise the tests
- If fail can retake different version of the test

# VRQs – ASSESSMENT OVERVIEW

## Practical Skills

- One set of practical tasks in a 'Task manual' per qualification
- Contains all task specifications for the practical skills in that qualification
  - ✓ can be delivered when candidate is ready
  - ✓ no requirement for synoptic assessment
  - ✓ can be delivered in any suitable, approved location
  - ✓ can be delivered piecemeal, or chained together if more efficient
  - ✓ can be delivered in any order
- Usually **graded** pass/merit/distinction, based on tolerances
- Can not be retaken to improve grade



CENTRE INFORMATION QCF DIPLOMA

QUALIFICATION HANDBOOK

Level 1 Diploma in Bricklaying (6705-13)  
July 2013 Version 1.5

City & Guilds

PRACTICAL TASK MANUAL

6706-23 Level 2 Diploma in Site Carpentry  
August 2013 Version 1.1

City & Guilds

ASSESSOR GUIDANCE

6707-13 Level 1 Diploma in Painting and Decorating  
October 2017 Version 1.1

City & Guilds

Candidate details

City & Guilds

This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

Surname

Forename(s)

City & Guilds enrolment number

Centre Details

Name

Centre No

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature (please print)

Assessor name (please print)

Signed

Date

Practical task manual: 6706-23 Level 2 Diploma in Site Carpentry

1

21

Unit assessment overview

Practical task completion record

To be completed by Assessor:

For each task, the points for each grade are  
Pass = 1, Merit = 2, and Distinction = 3 points.

Conversion chart

Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

†All tasks must be passed for the unit to be achieved.

Unit 207 Carry out first fix flooring and roofing

Task	Grade for task†	Points (graded tasks)
1 Build a roof structure	P / M / D / X	
2 Fix verge and eave components	P / M / D / X	
3 Lay floor joists	P / M / D / X	
4 Fit and fix joist coverings	P / X	
End of unit knowledge test	P / X	
Total		
Assessor signature and date:		For graded tasks, divide total points by total number of graded tasks
		Average =
		Overall grade (see conversion chart)
		+ 3

Unit 208 Carry out first fix frames, partitions and stairs

Task	Grade for task†	Points (graded tasks)
1 Construct stud partitions	P / M / D / X	
2 Fix frames and linings	P / X	
3 Fix a straight flight of stairs	P / M / D / X	
End of unit knowledge test	P / X	
Total		
Assessor signature and date:		For graded tasks, divide total points by total number of graded tasks
		Average =
		Overall grade (see conversion chart)
		+ 2

Practical task manual: 6706-23 Level 2 Diploma in Site Carpentry

2

ASSESSOR GUIDANCE



# ASSESSOR GUIDANCE

1. One Assessor Guidance booklet for each level of Qualification
2. Three methods of assessment:
  - Externally marked examination on line (evolve) or paper based knowledge test
  - Internally marked assessments end of unit knowledge test
  - Practical task assessments
4. Grading Criteria
  - Pass / Merit / Distinction / X= Referred
- 5. Practical Task Overview:
  - Unit 113 = 4 tasks
  - Unit 114 = 3 Tasks
  - Unit 115 = 2 Tasks
6. Various Forms
  - Resource Checklist, Risk Assessment, Feedback and Action Planning etc



# PRACTICAL TASK MANUALS





# PRACTICAL TASK MANUALS

1. One Task Manual for each level of Qualification

2. Candidate Details

- Must be completed prior to commencement

3. Grading Criteria

- Pass = 1 point   Merit = 2 Points   Distinction = 3 Points

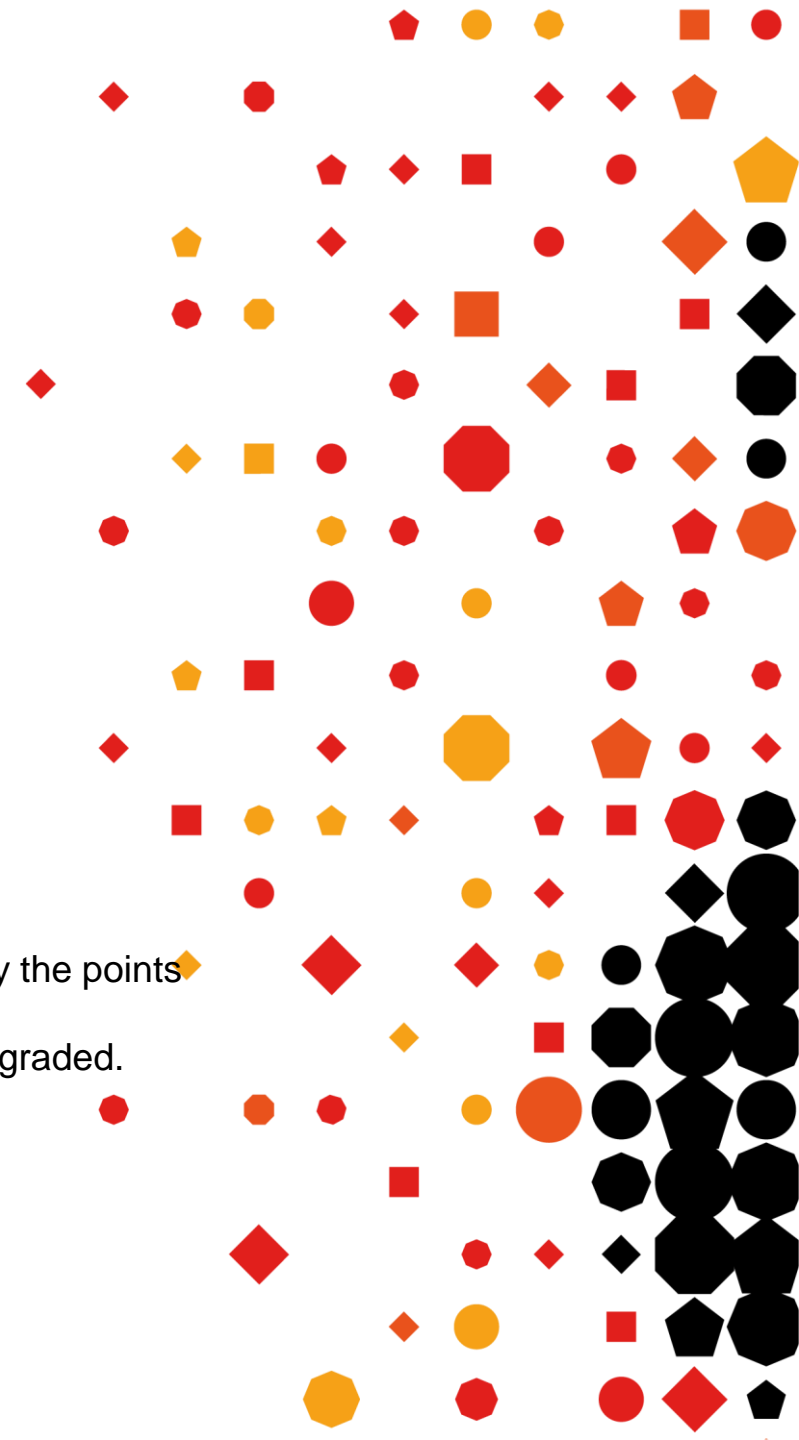
- Weighting of a 1 = times overall grade by a 1

- Weighting of a 2 = times overall grade by a 2

4. When there is a weighting given (See assessor guide: unit assessment overview) multiply the points

by the weighting to be applied. Do not include pass/fail only tasks in the calculation, only graded.

- Refer to Practical task completion record page and example provided.



# PRACTICAL TASK MANUALS

## 5. Grading Example

Unit 115 = 2 Tasks

Task 1 = weighting of 1. Learner achieved a merit = 2 points ( $2 \times 1 = 2$ )

Task 2 = weighting of 2. Learner achieved a distinction = 3 points ( $3 \times 2 = 6$ )

Task 1 and 2 = 8 points in total

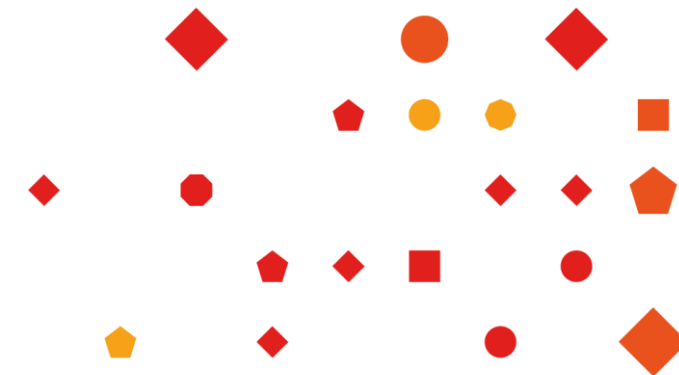
Reference to Practical task completion (page 3) record divide total number of points achieved by total number of weighting (3)

Total number of points = 8 divide by total weighting = 3 equates to an average 2.66

Reference to conversion chart  
an overall score of 2.66 = Distinction

Grading Conversion chart

Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction



**ASSESSMENT- WORKED EXAMPLE  
SITE CARPENTRY LEVEL 2**



# PRACTICAL TASK MANUAL

- One document per candidate, with candidate’s details

PRACTICAL TASK MANUAL

6706-23 Level 2 Diploma in  
Site Carpentry

August 2013 Version 1.1

City & Guilds

Candidate details

City & Guilds

This Practical task manual is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

Surname

Forename(s)

City & Guilds enrolment number

Centre Details

Name

Centre No

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature (please print)

Assessor name (please print)

Signed

Date

Practical task manual: 6706-23 Level 2 Diploma in Site Carpentry

1



# PRACTICAL TASK MANUAL

- Each task has an observation checklist

## Unit 207 Carry out first fix flooring and roofing Task 1 Build a roof structure

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tools, fixings and equipment list.</li> <li>• Mark out wall plates to 400 mm centres.</li> <li>• Erect and fix roof trusses.</li> <li>• Install bracing.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
Diagrams	Figure 1 Roof and floor jig page 31 Figure 2 Roof with trusses page 32 Figure 3 Bracing page 33

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the risk assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	completed a resource checklist and selected the following correctly <ul style="list-style-type: none"> <li>• tools</li> <li>• fixings</li> </ul>	<input type="checkbox"/>		
2.3	• access equipment as appropriate	<input type="checkbox"/>		
2.4	erected roofing structure in accordance with Figure 2 <ul style="list-style-type: none"> <li>• wall plate truss positions marked out accurately for each centre</li> <li>• wall plate marked out correctly over length</li> <li>• materials to hand and stored correctly</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm

How long the candidate is expected to take

Brief outline of task for the candidate

Any diagrams required?

The assessor's checklist – to be used during the observation

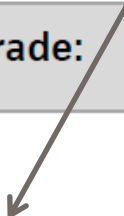


If the activity is graded, simply assess and tick the achieved grade as you go along

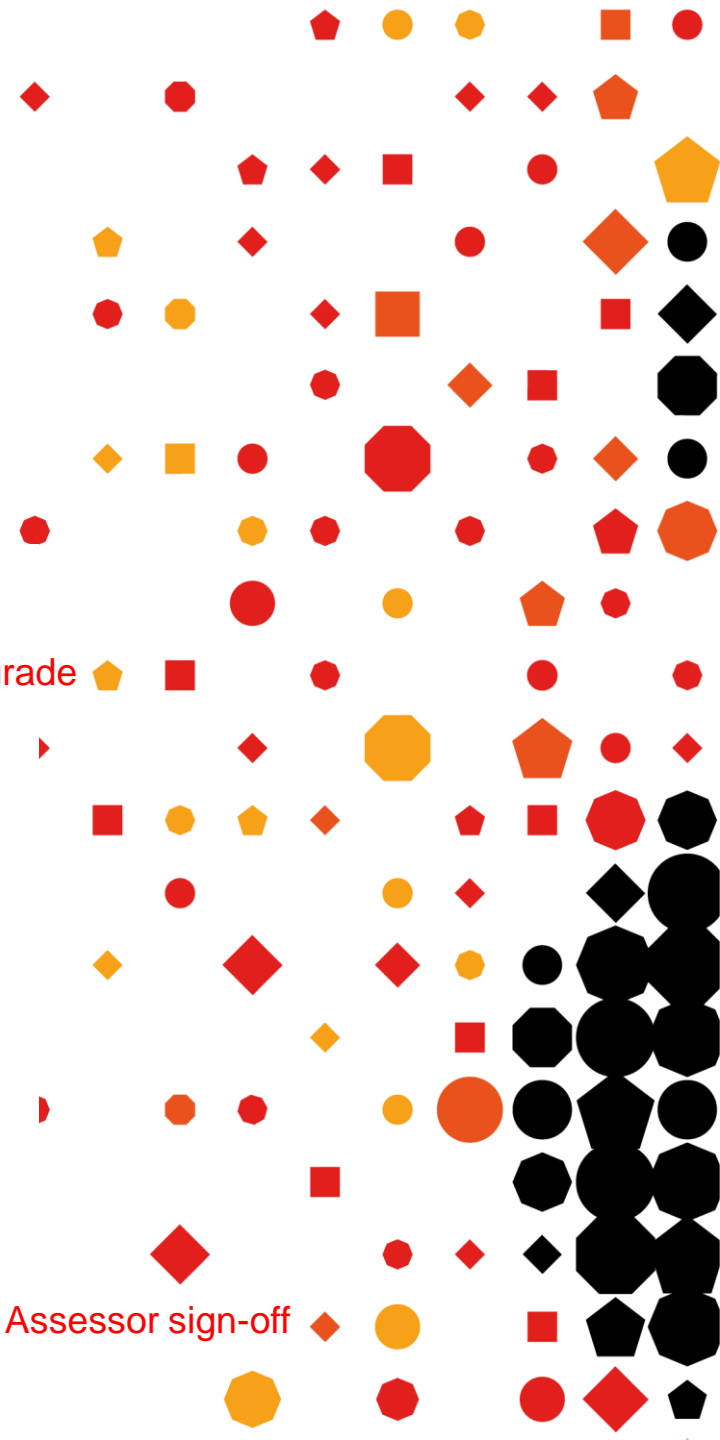
# PRACTICAL TASK MANUAL

•At the end, the task grade is determined from the grading rules

Grading rules – vary depending on requirements of task

	<ul style="list-style-type: none"><li>• use of PPE</li><li>• use of machines according to ACoP.</li></ul>			
--	---	--	--	--

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		 <b>Pass</b>
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	  10 August 2013	



# PRACTICAL TASK MANUAL

- Practical task completion record captures achievement of practicals...

Unit assessment overview

Practical task completion record

To be completed by Assessor:  
For each task, the points for each grade are  
Pass = 1, Merit = 2, and Distinction = 3 points.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

\*All tasks must be passed for the unit to be achieved.

Unit 207 Carry out first fix flooring and roofing

Task	Grade for task <sup>†</sup>	Points (graded tasks)
1 Build a roof structure	P / M / D / X	
2 Fix verge and eave components	P / M / D / X	
3 Lay floor joists	P / M / D / X	
4 Fit and fix joist coverings	P / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		
Overall grade (see conversion chart)		

Assessor signature and date:

Unit 208 Carry out first fix frames, partitions and stairs

Task	Grade for task <sup>†</sup>	Points (graded tasks)
1 Construct stud partitions	P / M / D / X	
2 Fix frames and linings	P / X	
3 Fix a straight flight of stairs	P / M / D / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷ 2
Average =		
Overall grade (see conversion chart)		

Assessor signature and date:

Practical task manual: 6706-25 Level 2 Diploma in Site Carpentry

2



# PRACTICAL TASK MANUAL

- ...and of knowledge tests

## Unit assessment overview Practical task completion record

### To be completed by Assessor:

For each task, the points for each grade are  
Pass = 1, Merit = 2, and Distinction = 3 points.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

<sup>1</sup>All tasks must be passed for the unit to be achieved.

### Unit 207 Carry out first fix flooring and roofing

Task	Grade for task <sup>1</sup>	Points (graded tasks)
1 Build a roof structure	P / M / D / X	
2 Fix verge and eave components	P / M / D / X	
3 Lay floor joists	P / M / D / X	
4 Fit and fix joist coverings	P / X	
End of unit knowledge test	P / X	
<b>Total</b>		
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		
<b>Overall grade</b> (see conversion chart)		

### Unit 208 Carry out first fix frames, partitions and stairs

Task	Grade for task <sup>1</sup>	Points (graded tasks)
1 Construct stud partitions	P / M / D / X	
2 Fix frames and linings	P / X	
3 Fix a straight flight of stairs	P / M / D / X	
End of unit knowledge test	P / X	
<b>Total</b>		
For graded tasks, divide total points by total number of graded tasks		÷ 2
Average =		
<b>Overall grade</b> (see conversion chart)		



# PRACTICAL TASK MANUAL

- A completed example, for one unit – this one is graded

## Unit assessment overview Practical task completion record

### To be completed by Assessor:

For each task, the points for each grade are  
Pass = 1, Merit = 2, and Distinction = 3 points.

\*All tasks must be passed for the unit to be achieved.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

## Unit 207 Carry out first fix flooring and roofing

Task	Grade for task†	Points (graded tasks)
1 Build a roof structure	P / M / D / X	1
2 Fix verge and eave components	P / M / D / X	3
3 Lay floor joists	P / M / D / X	2
4 Fit and fix joist coverings	P / X	
End of unit knowledge test	P / X	
<b>Total</b>		6
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		2
Overall grade (see conversion chart)		Merit

Assessor signature and date:

John Smith

10 August 2013

# PRACTICAL TASK MANUAL

- Some tasks are pass/fail only – note guidance

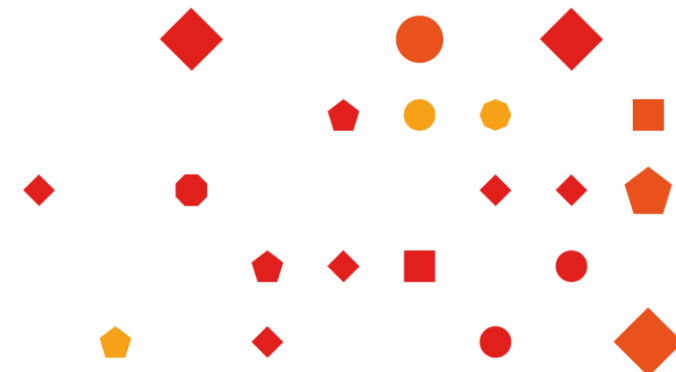
## Unit 210 Carry out carpentry maintenance

Task	Grade for task
1 Repair mouldings, doors and window sills	P / X
2 Replace gutters and downpipes	P / X
3 Replace sash cords	P / X
End of unit knowledge test	P / X

Assessor signature and date:

Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade



# PRACTICAL TASK MANUAL

- When all tasks are complete, the assessor and IQA must authenticate – this only needs to be done once

## Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.

I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.

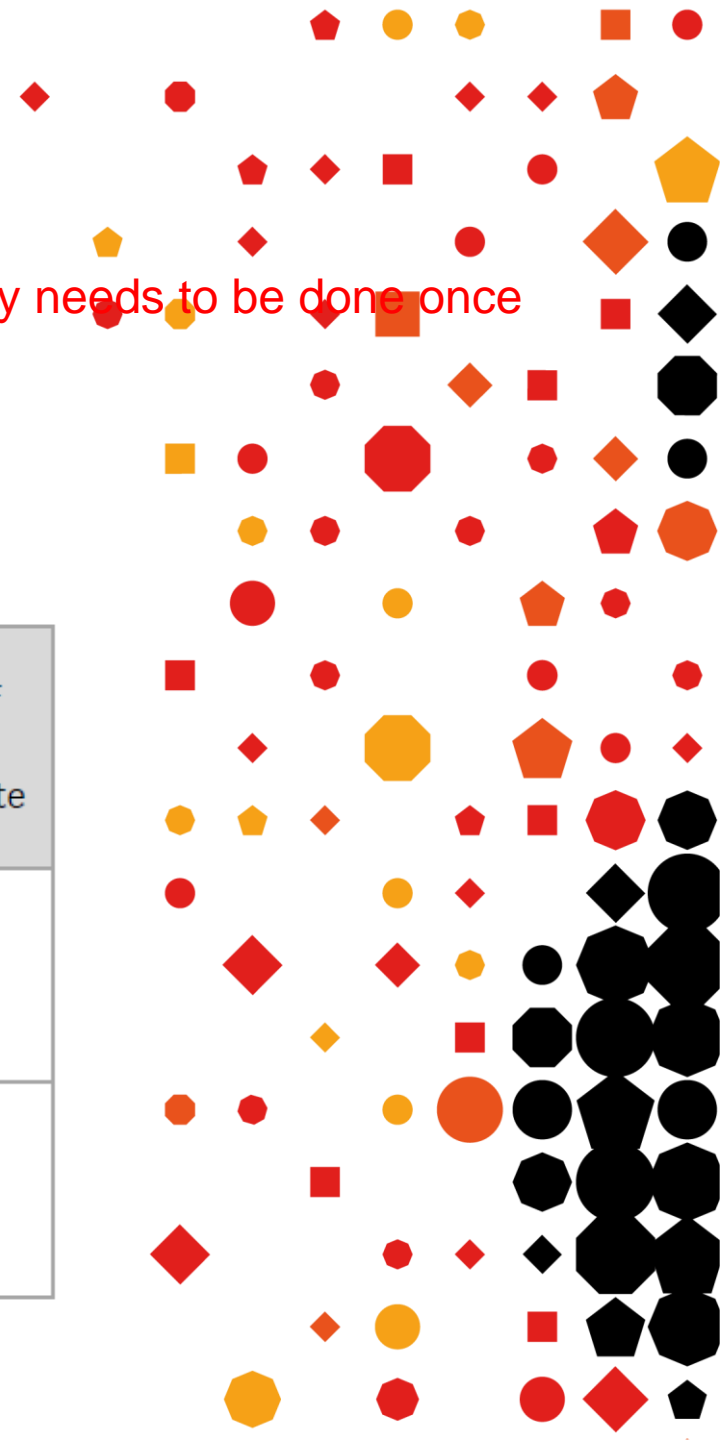
Assessor signature

Date

\*IQA signature and date

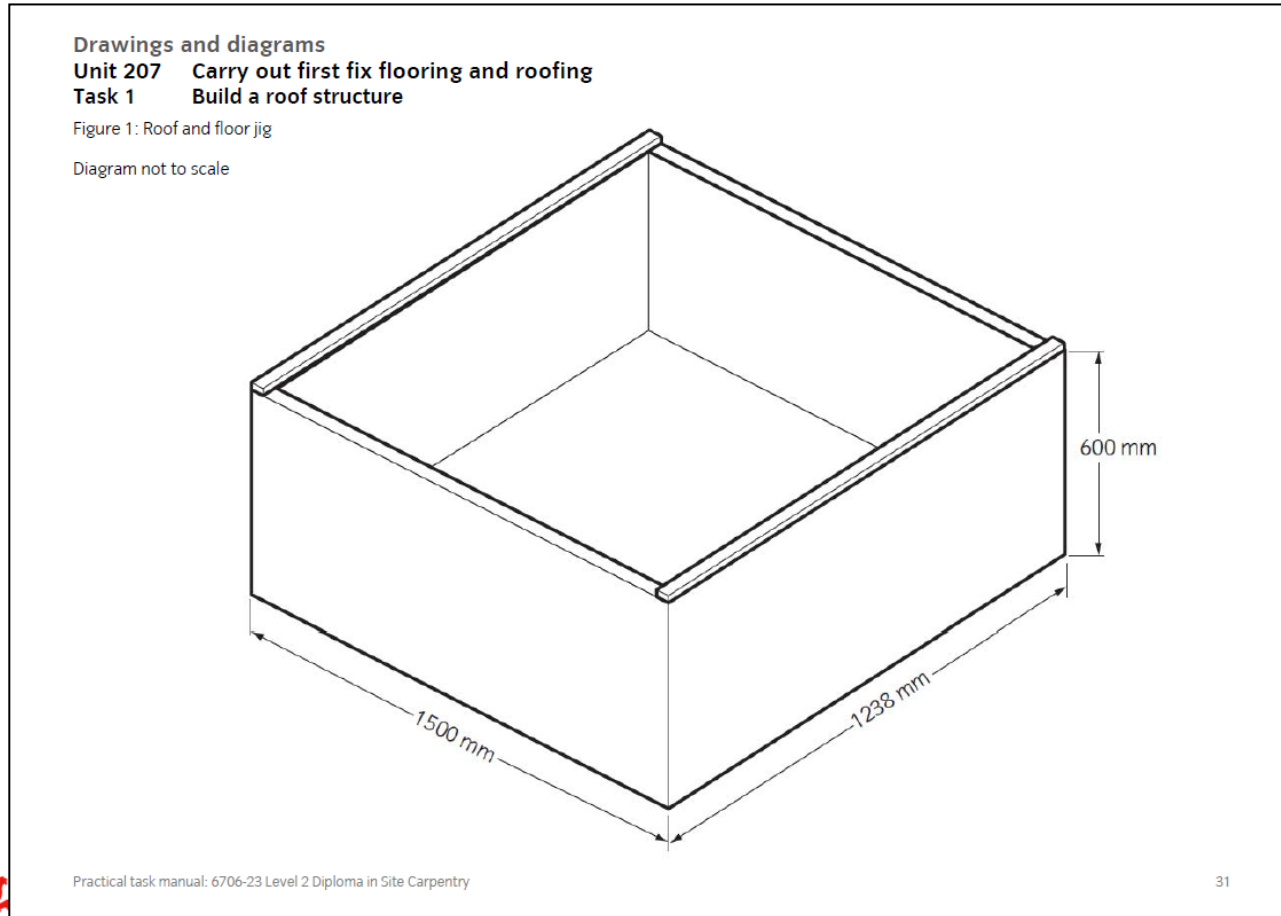
\*QC signature and date

\*IQA and QC signatures attest to the evidence available on the recorded date(s).



## WORTH NOTING...

- Diagrams found at the back of the Task Manual can be printed any size (A3 or A2 for use in workshop)

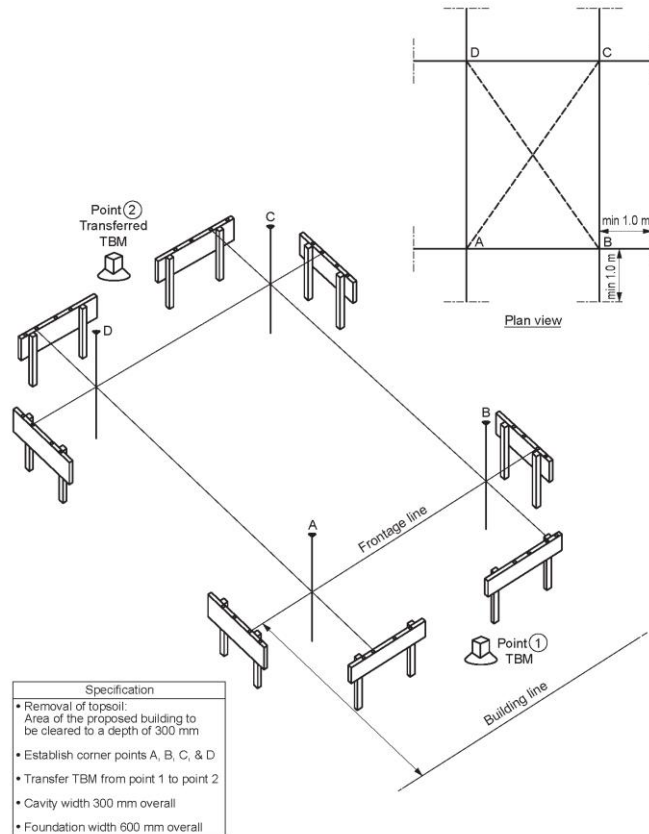


Task manuals should be used alongside Assessor guidance documentation – these give tutors and assessors specific guidance around the delivery of the practical activities

# The importance of referring to the Assessor guide when preparing for a practical task

## Practical Task Manual

- Drawings and diagrams
- Unit 205 Interpreting working drawings to set out masonry structures
- Task 1 Set out a masonry structure



## Assessor Guidance

- Unit 205 Interpreting working drawings to set out masonry structures
- Practical Tasks – Assessor Guidance

### Task 1 Set out a masonry structure

Each candidate must correctly answer a supplementary oral question on discrepancies. Two sample questions/answers are given below, and assessors may develop additional appropriate questions if required. Candidates must only be presented with one oral question on discrepancies per assessment. Q. What action should be taken if a wall is dry bonded and it does not work Flemish bond to the dimensions given on a drawing? A. Report to supervisor/assessor (or any other similar answer). Q. What action should be taken if a dimension given on a drawing does not match the number of bricks shown? A. Report to supervisor/assessor (or any other similar answer).

**The minimum setting out area required for the task is 16 m<sup>2</sup>.**

Candidates are to be provided with a suitable building line.

**Candidates are to transfer a level from a given TBM (minimum 4.0 m away).**

Candidates are to set out and erect profile boards.

When setting out, assistance may be provided to each candidate to hold the tape measure where needed.

Metal pins, timber pegs or other suitable method may be used to identify the corner positions.

Ground conditions may be taken into account when applying time constraints to this activity.

If access equipment is not required throughout the task then each candidate must correctly answer a supplementary oral question. Two sample questions/answers are given below, and assessors may develop additional appropriate questions if required. Candidates must only be presented with one oral question on access equipment per assessment. Q. If a cavity wall was built to a height of 2.0 metres, what type of access equipment should be used? A. Any suitable scaffolding system. Q. How should debris be removed from a scaffolding system as



# KNOWLEDGE QUESTIONS

# KNOWLEDGE QUESTIONS

- Question papers - assessors should mark the question papers using the answer keys and pass marks provided by City and Guilds.
- The candidates mark, grade and details of the marker should be recorded at the bottom of each multiple choice answer sheet
- Unit 113 = 20 questions Pass mark = 13/20 Time allowed 30 mins
- Unit 114 = 30 questions Pass mark = 20/30 Time allowed 45 mins
- Unit 115 = 20 Questions Pass mark = 13/20 time allowed 30 mins
- Units that have 25 Questions pass rate varies between 17 and 18/25
- Units that have 18 Questions pass rate 12/18

# MULTI CHOICE ANSWER SHEET


Complete at the commencement

Number of questions can vary from 17-30

Complete at the outcome by the assessor

## Construction qualifications

Multiple choice answer sheet



Test

Version

Candidate name  
(please print)

First name

Surname

Date of test

dd

/

mm

/

yy

Title

1 a ☐ b ☐ c ☐ d ☐

2 a ☐ b ☐ c ☐ d ☐

3 a ☐ b ☐ c ☐ d ☐

4 a ☐ b ☐ c ☐ d ☐

5 a ☐ b ☐ c ☐ d ☐

6 a ☐ b ☐ c ☐ d ☐

7 a ☐ b ☐ c ☐ d ☐

8 a ☐ b ☐ c ☐ d ☐

9 a ☐ b ☐ c ☐ d ☐

10 a ☐ b ☐ c ☐ d ☐

11 a ☐ b ☐ c ☐ d ☐

12 a ☐ b ☐ c ☐ d ☐

13 a ☐ b ☐ c ☐ d ☐

14 a ☐ b ☐ c ☐ d ☐

15 a ☐ b ☐ c ☐ d ☐

16 a ☐ b ☐ c ☐ d ☐

17 a ☐ b ☐ c ☐ d ☐

18 a ☐ b ☐ c ☐ d ☐

19 a ☐ b ☐ c ☐ d ☐

20 a ☐ b ☐ c ☐ d ☐

21 a ☐ b ☐ c ☐ d ☐

22 a ☐ b ☐ c ☐ d ☐

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29 a ☐ b ☐ c ☐ d ☐

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54 a ☐ b ☐ c ☐ d ☐

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56 a ☐ b ☐ c ☐ d ☐

57 a ☐ b ☐ c ☐ d ☐

58 a ☐ b ☐ c ☐ d ☐

59 a ☐ b ☐ c ☐ d ☐

60 a ☐ b ☐ c ☐ d ☐

Number of correct answers

/

Marked by

Grade

Pass / Fail

Date

dd

/

mm

/

yy

40



# LEARNING RESOURCES



# TUTOR SUPPORT RESOURCES

## SMARTSCREEN

Support available for all 18 qualifications launched

### Resources can be:

- ✓ Accessed online from anywhere
- ✓ Modified by tutors (word-based)
- ✓ Printed or displayed digitally
- ✓ Downloaded to VLE (SCORM compliant)

### Free content:

- ✓ Tutor Forum
- ✓ Qualification handbook
- ✓ 1 x Scheme of work per unit
- ✓ 5 x Sample lesson plans per unit
- ✓ Sample content



# TUTOR SUPPORT RESOURCES

## SMARTSCREEN

**Support available for all 18 qualifications launched**

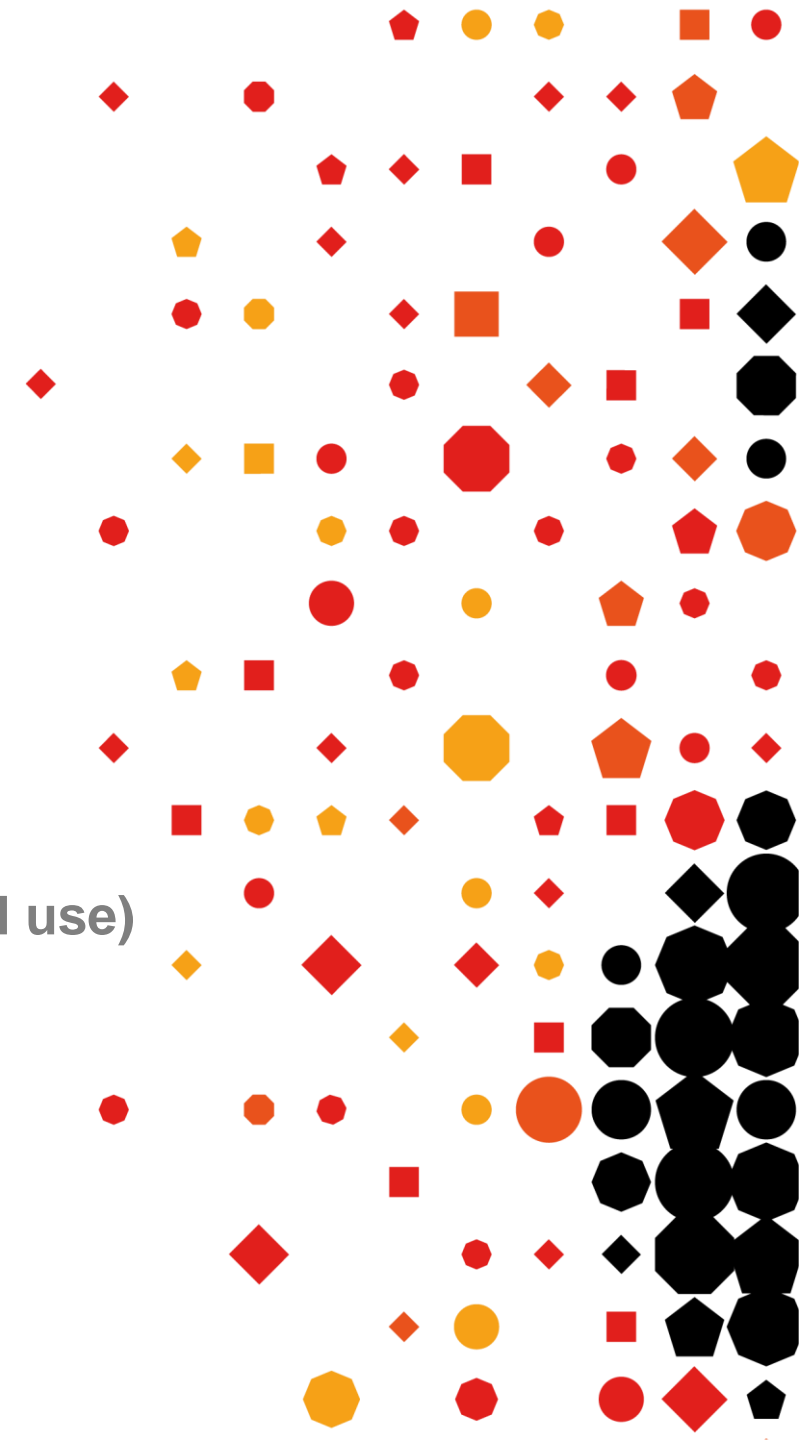
### **Paid for content:**

- ✓ The City & Guilds house as a Google SketchUp file
- ✓ Google SketchUp Tutor Instruction and troubleshooting guide
- ✓ Plans of the City & Guilds house as a PDF
- ✓ Tool dictionary (including image, definition, regional terms and use)


### **For each unit:**


- ✓ 1 x Unit introduction and tutor guidance
- ✓ 5 x PowerPoint presentations

✓ 10 x Learner worksheets  
✓ 20 x Activities



# NEW AND IMPROVED SMARTSCREEN

 **SmartScreen**

Search all courses 

email   **Login**

[forgotten password](#)

Home ► Construction

**PORTFOLIOS**

Construction

Building Services Engineering

Education and Training

Business Skills


Maths and English

Apprenticeships

**CONSTRUCTION**

We are dedicated to giving you everything you need to deliver City & Guilds' construction qualifications effectively, providing tutor support for each qualification on SmartScreen. Support includes lesson plans, schemes of work, PowerPoints, activities and worksheets for each unit, as well as practice tests and a tutor forum.


**Bricklaying**



These materials have been produced to support students wishing to learn bricklaying skills.

[FIND OUT MORE](#)


**Carpentry and Joinery**



These materials have been produced to support students wishing to learn carpentry and joinery skills.

[FIND OUT MORE](#)

**General Construction**

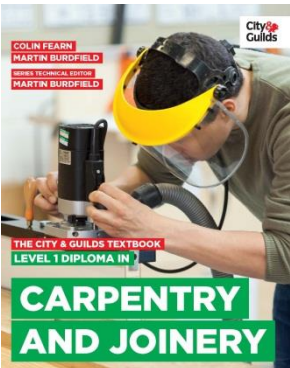
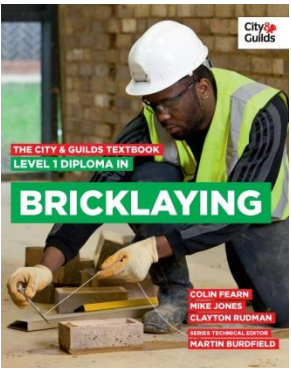
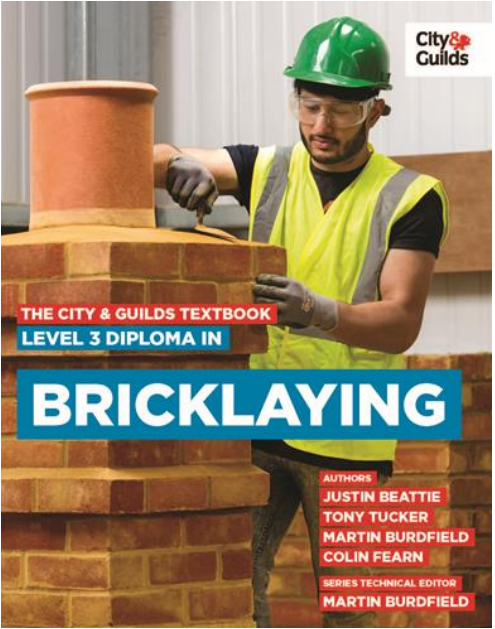
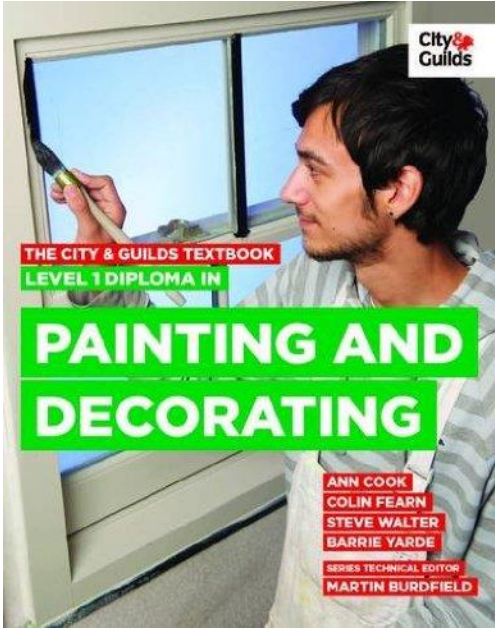


These materials have been produced to support all learners completing a City and Guilds construction course.

[FIND OUT MORE](#)



# TEACHING AND LEARNING MATERIALS



# E-BOOKS

## WAYS TO ACCESS C&G E-BOOKS



LEARNERS BUY  
INDIVIDUAL COPIES  
FROM AN ONLINE STORE



CENTRES AND LEARNERS HAVE  
ACCESS THROUGH THE VLE



CENTRES AND LEARNERS  
HAVE ACCESS THROUGH THE  
SMARTSCREEN PLATFORM

C&G  
E-BOOKS

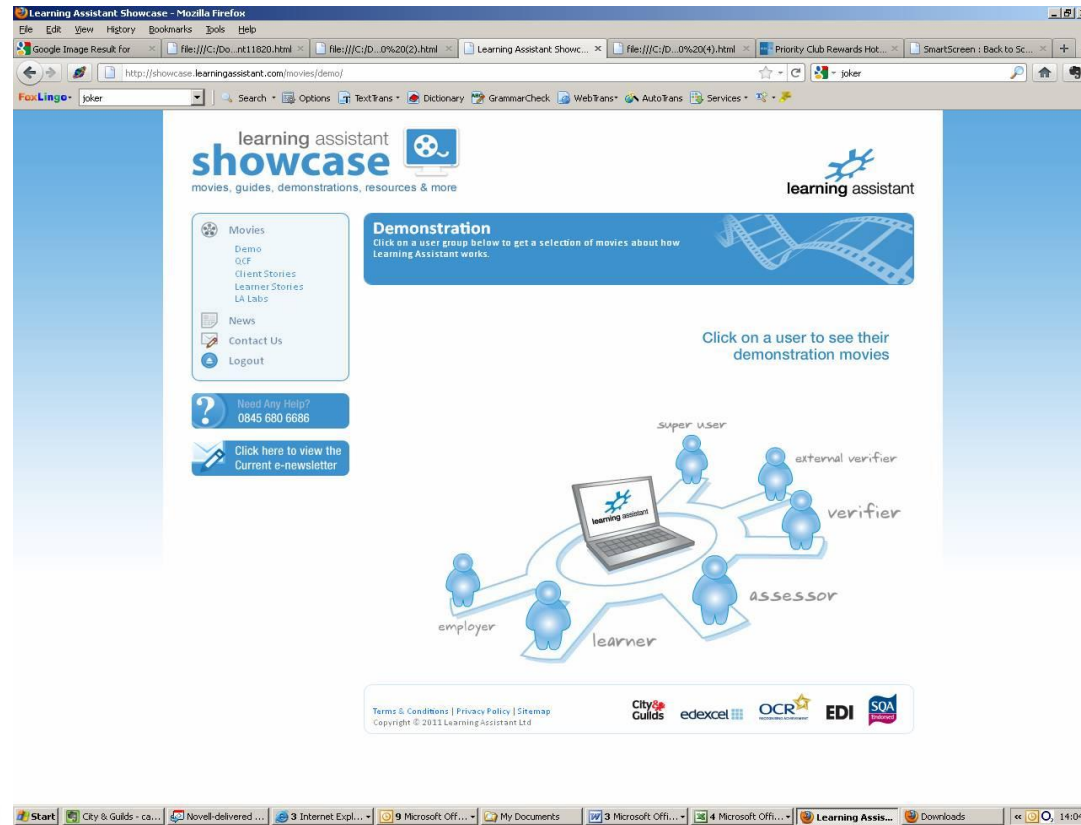


# LEARNING ASSISTANT

## City & Guilds E-Portfolio

### Features:

- Designed for QCF delivery
- Manage Users & System
- Course Building Tools
- E-Portfolio Creation
- Assessment & Verification
- Task & Process Automation
- Group Forums and Communication
- Detailed Reporting
- Standards and Security
- Business Continuity





# Practical Exercise Tasks

Learner Training Manual  
Level 2 Technical Certificate

**Bricklaying**





A City & Guilds Group Business


Learner Training Manual  
Level 2 Technical Certificate

**Site Carpentry**





A City & Guilds Group Business



**Level 3 Advanced Technical Diploma in Bricklaying (450)**

**(7905-30)**

Version 1.1

**Practice Tasks**

Level 3 Advanced Technical Diploma in Bricklaying (450)



3) Explain how you will support the bricks over the opening to allow you to remove the existing lintel.

Answer to include: Indicate we cannot using a jointing chisel, remove the bed joints immediately above the defective lintel to allow the stronoys to be positioned to support the load above.



3) Remove Lintel

Once the defective lintel is removed, candidates will need to prepare the bearing to receive the new lintel.




4) Replace Lintel

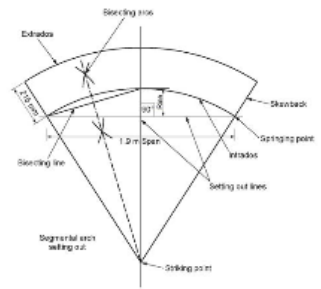
When the new lintel is in position, candidates should fit the joints above the lintel to ensure that it is able to support the load.



Level 3 Advanced Technical Diploma in Bricklaying (450)



**Figure 1 Set out segmental arch**



Level 3 Advanced Technical Diploma in Bricklaying (450)



# TRAINING MANUAL INFORMATION SHEET

## Training Manual Level 2 Site Carpentry

This new training manual is the essential practical resource for any learner starting out in the Site Carpentry industry. Suitable for use with both the new City & Guilds technical qualification specification (7906-20), as well as for Level 2 Site Carpentry Diplomas, this resource provides the learner with a series of practical tasks to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Site Carpentry.

The manual includes 21 work-based tasks which covers construction of structural carpentry, construction of non-structural carpentry both prior to and following plastering, as well as how to use a circular saw.

Each task includes:

- theory questions to get the learner to think about the task before starting
- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.



### Information

Code:	TL311291
ISBN:	9780851933962
Size:	A4
Published	October 2017

## Training Manual Level 2 Bricklaying

This new training manual is the essential practical resource for any learner starting out in the brickwork industry. Suitable for use with both the new City & Guilds technical qualification specification (7905-20), as well as for Level 2 Bricklaying Diplomas, this resource provides the learner with a series of practical tasks to complete to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Bricklaying.

The manual includes 19 work-based tasks which covers construction of different types of cavity walls, solid walls and piers, and basic arches, as well as how to set out a building.

Each task includes:

- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.

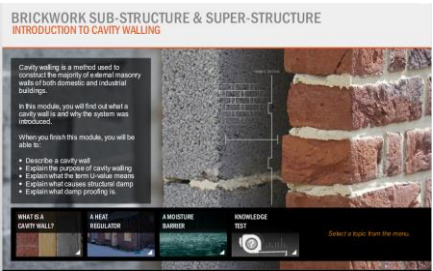


### Information

Code:	TL210693
ISBN:	9780851933979
Size:	A4
Published	November 2017

**E-Learning** - enhanced SmartScreen packages: interactive activities and detailed animations  
City & Guilds has joined with MidKent College to develop e-learning materials for the Level 2 Bricklaying and Level 2 Site Carpentry and Bench Joinery

e-learning Bricklaying and Carpentry SmartScreen modules



**Benefits for centre:**

Delivery of the theory through interactive and engaging material

Save time and resources with materials mapped to the City & Guilds units

Automatic learner progress tracking and monitoring can be achieved using the SmartScreen reporting functionality

Can be used as a tool for helping any learners who have missed sessions to catch up

Can be used to focus on specific areas of weakness that groups of learners may have

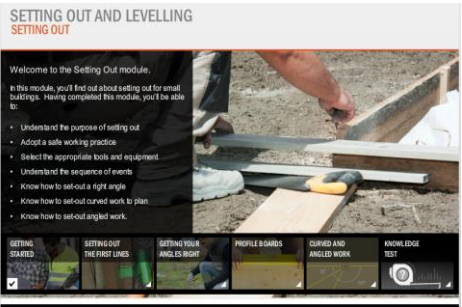
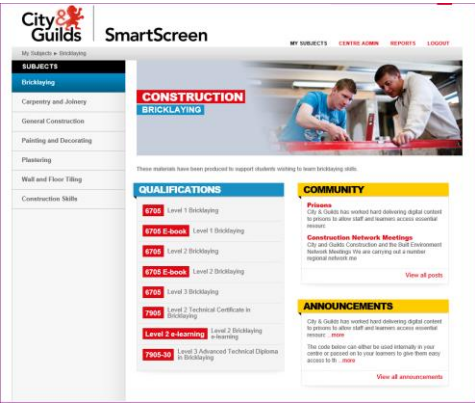
**Benefits for learners**

A practical experience that 'shows' as well as 'tells' what they need to know

Valuable feedback on their answers to questions, with prompts and hints being offered

Practice questions to test understanding at the end of each module

Direct access anytime, anywhere on tablets or PCs



**Try before you buy**

[Sample SmartScreen materials](#)

[Information on City & Guild textbooks](#)

Sample material



Bricks, blocks and bonding

Roof types and their components

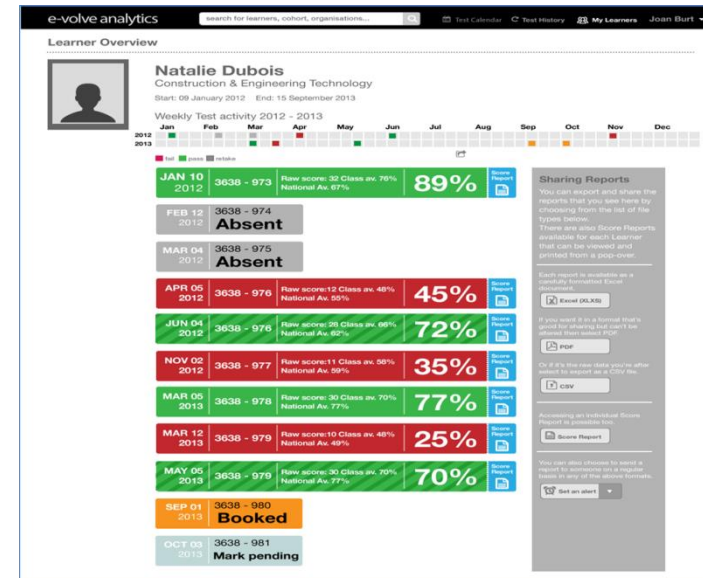
Floors

# CENTRE BASED REPORTING

## e-volve Analytics

Enabling you to:

- ✓ Self serve graphically based reports
- ✓ View dashboard of testing activity across all testing locations and qualifications
- ✓ Breakdown results by: day, month, year, grade, qualification & unit
- ✓ View calendar of scheduled and over due tests
- ✓ Efficiently filter and search all historical test results
- ✓ View candidate resit history
- ✓ Compare centre results against City & Guilds global average
- ✓ Reprint score reports from any date
- ✓ New score report layouts
- ✓ Easy view of candidate's total test history
- ✓ Extract raw test data for use in own systems





# CERTIFICATION SOLUTIONS

## Improving your brand visibility

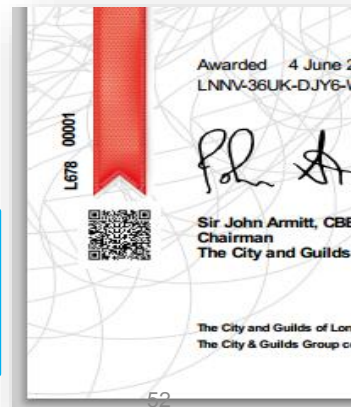
### INTRODUCING e-CERTIFICATES

e-Certificates is a new service offered by City & Guilds which enables centres to view and download electronic PDF versions of certificates 24 hours after the results are posted on Walled Garden.

Developed to revolutionise the certification process, e-Certificates enable customers to process funding claims more efficiently and learners to quickly access verifiable evidence of certification.

Your logo or the **centre's logo** on the e-certificate AND printed certificate

QR Code can be scanned on any smartphone to validate the authenticity of outcome



# OTHER QUALIFICATIONS



# Maths and English – what can we offer?

## Qualifications

**Functional Skills qualifications (Entry 1 to Level 2) (3748)**

**‘Bite-sized’ maths and English qualifications (Entry 1 to Level 2) (3847 and 3844)**

- can be used to support progression towards Functional Skills or GCSE.

**Core Maths (Level 3) (3849)**

- post-GCSE qualification (similar in size to AS Level) – supports further development of maths skills to Level 3 with a particular focus on application within work and/or further study.

## Learning resources

**e-Functional Skills.**

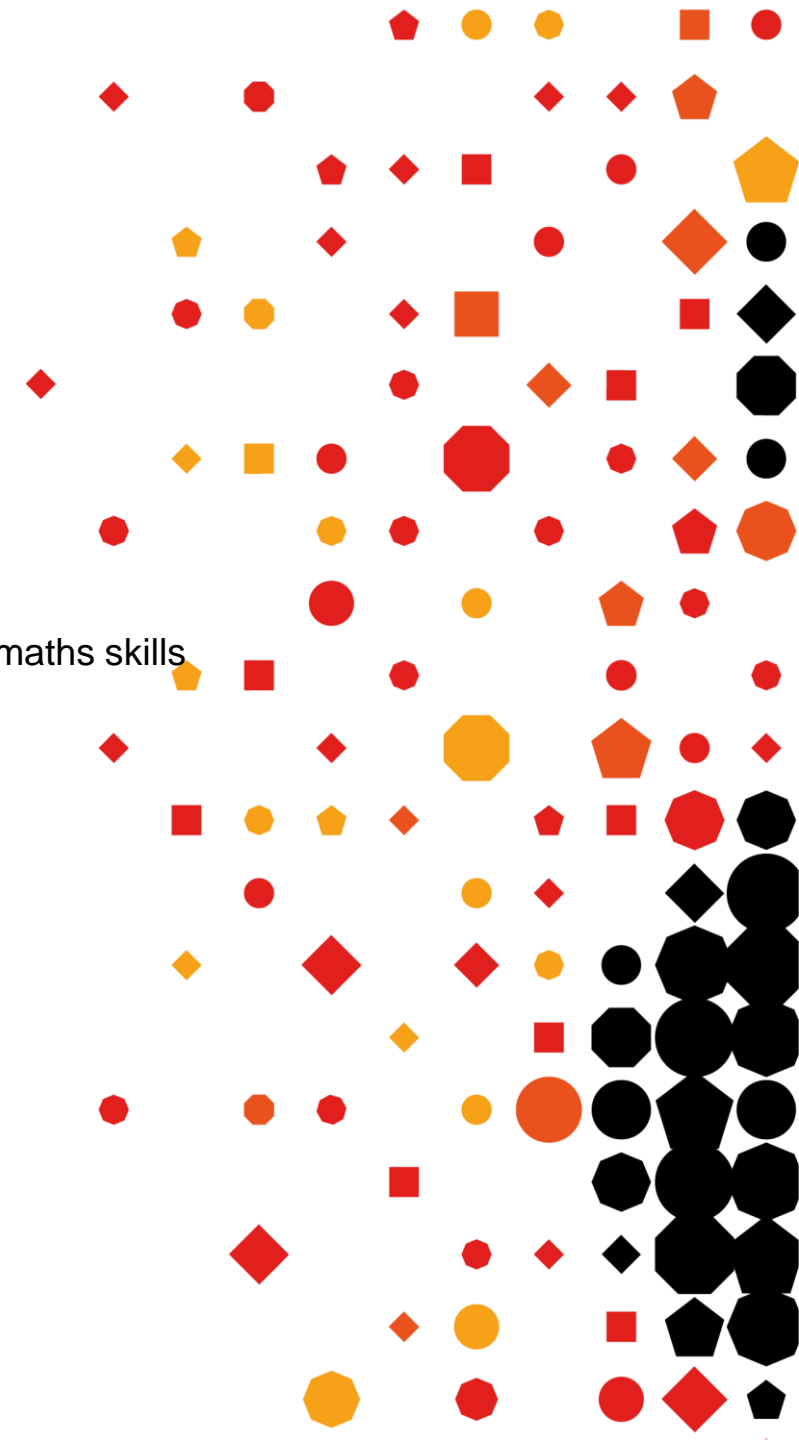
**Maths and English e-Toolkit.**

**Functional Skills SmartScreen resources.**

**Workforce support**

**Qualifications for literacy and numeracy practitioners.**

**Specialist support, especially with maths and English integration.**



## PROJECT QUALIFICATION

- ✓ The Project Qualification allows a learner to develop planning, research, critical thinking, evaluation and presentation skills and conduct research
- ✓ Interactive Production Log, qualification handbook and tutor resources, located in the Skills Zone, helps learners and tutors choose and work on the Project Qualification

### 2935-02 LEVEL 2 HIGHER PROJECT (601/3764/2)

- 60 GLH
- Can be studied as part of TechBac as well as alongside other Level 2 studies such as City & Guilds Technicals, GCSEs etc
- Can assess Extended Project learners at Level 2

### 2935-03 LEVEL 3 EXTENDED PROJECT (601/1217/7)

- 120 GLH
- Can be studied as part of TechBac as well as alongside other Level 3 studies such as City & Guilds Technicals A Levels etc
- UCAS points – to support progression to university

#### Assessment methods:

- ✓ Production Log
- ✓ Evaluation
- ✓ Written report
- ✓ <sup>55</sup> Presentation



Grade	UCAS Points 2016	UCAS Points 2017
A*	70	28
A	60	24
B	50	20
C	40	16
D	30	12
E	20	8

## **BUILDING INFORMATION MODELLING 6073- 30/31**

### **Level 3 Fundamentals of Building Information Modelling (6073-30)**

**Unit 301 Fundamentals of BIM (10 GLH) (TQT 17 Hrs)**

### **Level 3 Implementation of Building Information Modelling (6073-31)**

**Unit 301 Fundamentals of BIM (10 GLH) (TQT 17 Hrs)**

**Unit 302 Planning BIM implementation (20 GLH)**

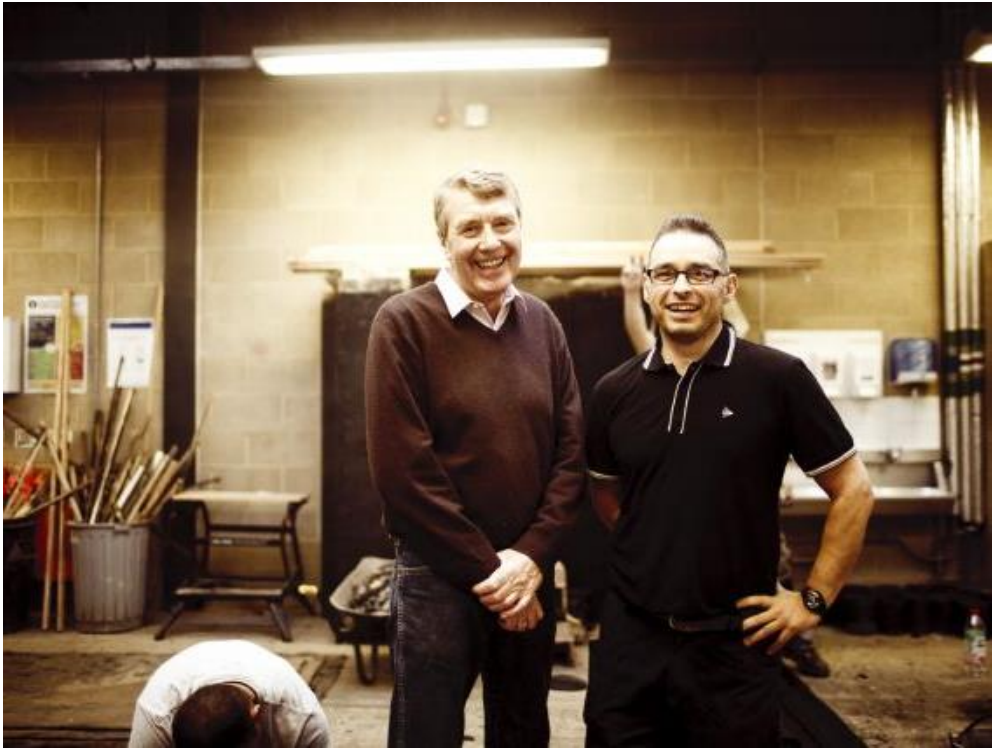
**Unit 303 BIM project implementation (15 GLH)**

**<http://www.cityandguilds.com/qualifications-and-apprenticeships/construction/construction/6073-building-information-modelling#tab=information>**





# SUPPORTING EMPLOYABILITY



# Qualification Updates

## 6072-51 Health and Safety in a Construction Environment

**Guided Learning Hour = 21**  
**TQT = 29**



### Reminder:

To apply for the CSCS Green Card learners must successfully complete:

- The *Level 1 Award in Health and Safety in a Construction Environment* (or recognised equivalent) and
- The CITB Health Safety & Environment test.

**Candidate becomes Employable and can gain access into Employment and further his/her Training / Education**

# CONSTRUCTION – 5546-60 E3 Certificate and L1 Certificate in Skills for Working in the Construction Industry

QAN	Title	Credits	Mandatory Units	Optional Units
601/7374/9	Entry Level Certificate for Skills for Working in the Construction Industry (Entry 3) (QCF)	16	Introduction to Health and Safety in Construction	3 credits from a choice 11 1 credit units covering the crafts (linked to 6219) and 11 credits from a restricted pool of Entry 3 Employability units
601/7375/0	Level 1 Certificate for Skills for Working in the Construction Industry (QCF)	28	Health and Safety in the Construction Industry (6072)	4 credits from 11 1 credit units covering the crafts (linked to 6219) and 20 credits from a restricted pool of Level 1 Employability units

KEY FEATURES	KEY BENEFITS
Working from day one in the job	Introducing learners to the essential <b>health and safety knowledge, including CSCS and trade skills</b> to enable them to be working on site from day one
Progression	Built for <b>progression</b> onto a full vocational qualification in Construction (6219)
Contextualised Guidance	To help tailor delivery and structure programmes making them as focused as possible and enabling centres to be able to deliver it immediately
Assessment	<p><b>Portfolio of Evidence</b> - Allow providers to define their own portfolio of assessment around their local-contractual needs as well as providing advice and contextualised guidance about delivery</p> <p><b>Assignments</b> - Puts the centre in complete control – candidates assessed as soon as they're ready. Flexible and supportive quality assurance model.</p> <p>Allow the learner to demonstrate practical skills where necessary. They are set by City &amp; Guilds and marked by the centre</p> <p><b>On-line multiple choice tests</b> - Allow the learner to apply their underpinning knowledge. Tests are on demand so learners can be assessed as soon as they are ready.</p>



**EMPLOYABILITY SKILLS  
SKILLS FOR WORKING  
IN THE CONSTRUCTION  
INDUSTRY**

<http://www.cityandguilds.com/qualifications-and-apprenticeships/skills-for-work-and-life/employability-personal-and-social-development/5546-employability-skills#tab=documents>

# 5546 - EMPLOYABILITY SKILLS

## RESOURCES AND SUPPORT

### Learning Materials

**FREE WORKPACKS**

**SMARTSCREEN**

**'GETTING A JOB'  
E-LEARNING**

**HANDBOOKS /  
LOGBOOKS**

**SKILLSZONE**

Build your CV, gain badges  
and record your achievements

### Vocational Tasters

**SHORT COURSE AWARDS**

**FREE STANDING  
VOCATIONAL UNITS  
'UNIT WAREHOUSE'**

**SKILLS FOR WORK  
VOCATIONAL  
PROGRAMMES**  
Health, Adult & Childcare  
Retail  
Construction  
Hospitality & Catering

**SKILLS FOR WORK**  
Business Administration  
Customer Service  
Warehousing/Logistics  
Land based

### Expert Information, Advice and Guidance

**SPECIALIST EMPLOYABILITY  
ADVISER**

**FREE NETWORKING &  
CURRICULUM EVENTS**

**LOCAL OFFICE SUPPORT**

**WEBINARS**

**FOCUS ALERTS**



# OUR QUALITY ASSURANCE MODEL

## City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as key information for approved centres delivering and administering City & Guilds qualifications.



## Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision.



# WHAT IS THE MODEL AND HOW IT WORKS?

**Step 1:** The Quality team will review the information it has regarding the centre and the specific risks attached to each qualification

**Step 3:** These quality assurance activities are then implemented and monitored to ensure that they are fit for purpose and providing appropriate support for the centre. Planned activities can be amended at any time to reflect the changing needs of the centre and/ or City & Guilds requirements



**Step 2:** The Quality team will schedule quality assurance activities will meet the specific centre monitoring and support requirements

Please refer to the [Centre Manual](#) for detailed information on our quality assurance model

## ROLE OF A QUALIFICATION CONSULTANT

- Conduct and document **qualification** and **advisory** activities with centres, in line with **Supporting Customer Excellence (SCE)** and **regulatory** requirements
- Provide **advice** and **support** to centres
- Support the **training** and **development** of new and existing centres in line with **SCE**
- Participate in **best practice** and **standardisation activities** to ensure **support** for continued improvement and **consistent approach**
- **Maintain** a thorough knowledge of City and Guilds products, services and IT systems.

# IQA: SUPPORTING ASSESSORS

There are a variety of activities IQAs can undertake to support their assessors such as:

1. Team meetings
  2. Identifying the Continuing Professional Development (CPD) needs of assessors
  3. Creating a Development Plan for assessors
  4. Organising for assessors to carry out CPD – such as attending courses or shadowing a more experienced assessor
  5. Giving assessors written feedback on their assessment practice that is:
    - aimed at assessors and not learners
    - clear – leaving no ambiguity
    - based on facts
    - honest – identifying both the strengths and weaknesses of the assessors practice
    - specific and detailed
    - directly stating what is good practice and/or what needs to be changed
    - positive and constructive – focusing on how assessment practice can improve
    - helpful and supportive – pointing the assessor to useful resources and documents
- A. Carry out observations of assessors working with learners – at least once each year
- B. Organise peer observations by other experienced assessors
- C. **Standardisation activities – including swapping evidence/assignments and comparing assessment decisions and feedback given by assessors to learners**



# SOME IDEAS FOR STANDARDISATION

## Working through standards together

Assessors and IQAs work through the contents of a unit and identify what they would ask learners to do and what they would expect to see as a result with reference to the requirements of the unit and required assessment strategy for the qualification

## Assessing each others candidates

IQA asks each assessor to bring a specific unit they have assessed with one of their learners and within the meeting these units are given it to different assessors to assess. The assessors review, discuss & standardise the outcome of this 2<sup>nd</sup> line assessing.

## Judging a recorded activity and giving feedback to assessor

IQA records an activity that an assessor is assessing (such as something they are observing) then other assessors can view this assessment record and assess the activity themselves. Assessors can then compare their judgements and the feedback that they would have given the learner.

## Assessors judging evidence together

Assessors can examine work products together

They can judge evidence together

They can agree on an assessment decision

They can formulate feedback for the learner

## Agreeing on what answers to questions should contain

Assessors can work together to agree what an answer to questions should contain

This activity is to agree an outline of what should appear – not a model answer

This outline can then be used when assessing or marking future questions

## Peer observations/shadowing

Assessors can observe each other planning with learners

Assessors can observe assessment decisions being made by other assessors

Assessors can use the IQA observation checklists to give each other feedback



## EVENTS AVAILABLE

### Network Events

- a) Opportunity to network with other Colleagues
- b) City and Guilds will facilitate (BM and Portfolio Advisor)
- c) Events held in local FE colleges
- d) Opportunity to review resources and discuss qualifications

### Employer Engagement Events

- a) Opportunity to build stronger relationships with current employers
- b) Opportunity to showcase your facilities and engage with new employers
- c) City and Guilds will help facilitate the event

### Surgery / CPD Events

- a) Opportunity to meet your Business Manager / Portfolio Advisor
- b) Discuss any concerns you may have ( individual or within your team)
- c) Opportunity to receive CPD during a time that suits (Cost saving)

### Telephone Surgery

- a) Opportunity to meet top talk to your Portfolio Advisor / Portfolio Manager to discuss any concerns you may have ( individual or within your team)

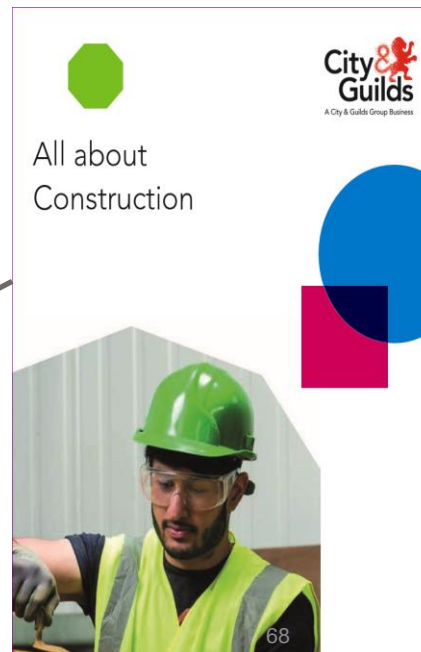
# OUR SUPPORT 2018/19

- Face-to-face and online events throughout the year so customers are supported at every stage, from curriculum planning through to ongoing delivery.

Technical advisors /Industry Managers are supporting strategic partners in a variety of ways:

- F2F customer training & meetings
- teleconference
- webinars
- Curriculum manager events
- On boarding
- Surgeries
- email

Newsletters & alerts



# THANK YOU

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